

December 16, 2005

To: Department Heads, Personnel Officers, and Payroll Personnel

From: Maria Monteagudo  
Employee Relations Director

Subject: Sick Leave Control Incentive Program (SLCIP)  
4<sup>th</sup> Incentive Day for Management Pay Plan Employees

Effective Pay Period 1, 2005, management employees may earn an additional 8 hours of special sick leave incentive leave if the employee has earned 3 sick leave incentive days in a fiscal year (Pay Period 1–26 or 27). This provision does not include an option for cash payout.

More specific guidelines for this new benefit include:

- The 4<sup>th</sup> SLCIP day is available to management employees who have earned and therefore received 3 SLCIP days in one year.
- The 4<sup>th</sup> SLCIP incentive is only available as a day off; there is no option for cash payout.
- The SLCIP 4<sup>th</sup> Day Eligibility Report is a part of the SLCIP 3<sup>rd</sup> Trimester Report. It is found at the end of the 3<sup>rd</sup> Trimester Report with a separate heading of “4<sup>th</sup> SLCIP Day Eligibility.”
- The report includes parameters to check if the manager is eligible on a trimester basis (1-9, 10-18, 19-26 or 27).
- The employee must have management status for the full year—pay periods 1-26 or 27.
- Injury pay is allowed per ordinance 350-37-a:  
Effective April 25, 1993, an employee shall maintain eligibility for a trimester sick leave benefit if he or she suffered a verifiable lost-time work related injury and returned to work for the next regularly scheduled work shift following the occurrence of the injury.
- Full time management employees must have at least 96 hours of sick leave accrual at the beginning of each trimester in order to receive 8 hours of SLCIP time for a 4<sup>th</sup> SLCIP award. The benefit for part-time management employees will be prorated. For example this would mean that a part-time management employee who works 20 hours per week must have at least 48 hours of sick leave accrual at the beginning of each trimester in order to receive 4 hours SLCIP time for a 4<sup>th</sup> SLCIP award.
- The 4<sup>th</sup> day is to be added to the SLCIP pay account by payroll personnel.
- The 4<sup>th</sup> day becomes available at the same time the 3<sup>rd</sup> trimester SLCIP is awarded in pay period 2.
- The 4<sup>th</sup> day must be used before the end of pay period 26 or 27 of the following year or will be considered lost since no payouts are available.

If there are questions on the 4<sup>th</sup> SLCIP day for management employees, please contact Andrea Knickerbocker, Human Resources Manager at 286-3387.